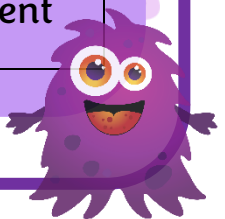
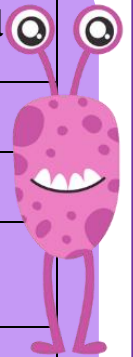


## Key Vocabulary

|                    |                                                                                                                                         |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>Block Graph</b> | This is a type of graph that displays data with blocks. These can be made using cells, colours and labels in 2Calculate                 |
| <b>Cell</b>        | An individual section of a spreadsheet grid. It contains data or calculations.                                                          |
| <b>Column</b>      | Boxes running vertically in a spreadsheet.                                                                                              |
| <b>Copy</b>        | This feature copies the contents of highlighted cells without deleting the contents of them into a clipboard.                           |
| <b>Count tool</b>  | In 2Calculate, this counts the number of cells with a value of the cell to the left of the tool.                                        |
| <b>Data</b>        | A collection of information, used to help answer question                                                                               |
| <b>Drag</b>        | Contents of a cell can be dragged to another cell using the drag tool in 2Calculate.                                                    |
| <b>Equals</b>      | This symbol can be used in 2Calculate to find the answer to a calculation.                                                              |
| <b>Equals tool</b> | Tests whether the entered calculation in the cells to the left of the tool has the correct answer in the cell to the right of the tool. |
| <b>Labels</b>      | A way to identify data in a spreadsheet. For example a label heading for ice cream flavours children like.                              |
| <b>Row</b>         | Boxes running horizontally in a spreadsheet.                                                                                            |
| <b>Speak tool</b>  | This tool will speak the contents of a cell containing a number each time the value changes                                             |
| <b>Table</b>       | Tables can be created in 2Calculate, these have headings and are a neat way to display data.                                            |
| <b>Total</b>       | In 2Calculate the total tool will calculate the total of all cells above, below or next to it dependent on which total tool used        |



## Key Images



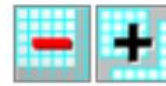
Open, close or share  
a file



Save your work



Open a previously  
saved file



Increase or decrease  
spreadsheet size



The 2Calculate  
toolbox



The 2Calculate  
control toolbox



Move cell tool



Lock cell tool



Speak tool



Count tool



Equals



2Calculate totalling  
toolbox



Totalling



Copying

## Key Questions

Why would you copy and  
paste when using a  
spreadsheet?



You might want to rearrange the  
information in the spreadsheet.  
It will save you entering the  
same information many times if  
you want to repeat things in  
different cells.

How could a spreadsheet  
help you when you are  
planning some shopping?



You could use it to store the  
process and work out how much  
it would cost to buy the things  
that you wanted.